

October 7, 2015

TO: State Directors

ATTN: Administrative Program Directors
Management Control Officers

FROM: Roger Glendenning */s/ Roger Glendenning*
Chief Financial Officer

SUBJECT: Fiscal Year 2015 State Internal Review
Summary Report SharePoint Process

The Financial Management Division (FMD) has developed a new streamlined process to create and submit State Internal Review (SIR) Summary Reports each fiscal year. This process will be in effect beginning with the Fiscal Year (FY) 2015 SIR Summary Reports, due by **December 31, 2015**. The new process requires states to enter information directly to FMD's SharePoint site. Guidance on the new process may be found on the FMD SharePoint site under FMD Guidance, in both the SharePoint SIR Summary User Guide and SIR Summary PowerPoint (links provided below).

Highlighted below are the important features of the new process:

1. Your staff will create and submit the Report electronically,
2. E-mails will alert you when a Report requires your action and will provide you with a dedicated Report link,
3. You will have the ability to accept or reject your staff's submission with the click of a button,
4. If rejected, your staff may make corrections and resubmit,
5. You will have the ability to sign the Report electronically,
6. All states' Reports will have a uniform look, and
7. This will be the only acceptable method to submit SIR Summary Reports starting with the FY 2015 SIR Summary Reports.

FMD will conduct two webinars to provide guidance for this new SIR Summary SharePoint process. These webinars will be hosted on October 14, and November 4, 2015. Information on how to join the webinars will be sent via e-mail to all State Directors and those staff members identified for access.

EXPIRATION DATE:
October 31, 2016

FILING INSTRUCTIONS:
Administrative/Other Programs

We want to extend our appreciation to the State Directors and staff who kindly participated during our testing phase. Their feedback was invaluable.

The FMD SharePoint site is available at:

https://ems-team.usda.gov/sites/RD_CFO/fmd/SitePages/Home.aspx

The following items are currently on the site:

1. [Current SIR Handbook](#);
2. [SIR Summary Reports](#):
 - Create New SIR Summary Report,
 - Modify Existing SIR Summary Report, and
 - SIR Summaries Analysis (for FMD only); and
3. [FMD Guidance](#):
 - SharePoint SIR Summary User Guide,
 - Example SIR Summary,
 - RD Instruction 2006-M, and
 - SIR Summary PowerPoint.

If you have any questions or need additional information, please contact one of the following FMD staff members:

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Sent by Electronic Mail on October 7, 2015, at 3:00 p.m. by FMD.
State Directors should advise other personnel as appropriate.